

**TRANSMITTAL AND NOTICE OF APPROVAL OF
STATE PLAN MATERIAL****FOR: HEALTH CARE FINANCING ADMINISTRATION**

1. TRANSMITTAL NUMBER:

0 4 - 0 0 7

2. STATE:

Vermont

3. PROGRAM IDENTIFICATION: TITLE XIX OF THE SOCIAL
SECURITY ACT (MEDICAID)

4. PROPOSED EFFECTIVE DATE

7/1/04

TO: REGIONAL ADMINISTRATOR
HEALTH CARE FINANCING ADMINISTRATION
DEPARTMENT OF HEALTH AND HUMAN SERVICES

5. TYPE OF PLAN MATERIAL (Check One):

☐ NEW STATE PLAN☐ AMENDMENT TO BE CONSIDERED AS NEW PLAN☒ AMENDMENT

COMPLETE BLOCKS 6 THRU 10 IF THIS IS AN AMENDMENT (Separate Transmittal for each amendment)

6. FEDERAL STATUTE/REGULATION CITATION:

42 CFR 431.11

7. FEDERAL BUDGET IMPACT:

a. FFY 05 \$ 0

b. FFY 06 \$ 0

8. PAGE NUMBER OF THE PLAN SECTION OR ATTACHMENT:

Section 1.2
Att 1.2A Pg 1 - 2
Att 1.2B pg 1-3
Att 1.2C pg 19. PAGE NUMBER OF THE SUPERSEDED PLAN SECTION
OR ATTACHMENT (If Applicable):Section 1.2 (84-09)
Att 1.2A pg 1 - 2 (85-10)
Att 1.2B pg 1-3 (84-09)
Att 1.2C pg 1 (84-09)

10. SUBJECT OF AMENDMENT:

Agency of Human Services Reorganization

Vermont 04-0071
Approved: 12/13/04
Effective: 07/01/04

11. GOVERNOR'S REVIEW (Check One):

- ☐
- GOVERNOR'S OFFICE REPORTED NO COMMENT
-
- ☐
- COMMENTS OF GOVERNOR'S OFFICE ENCLOSED
-
- ☐
- NO REPLY RECEIVED WITHIN 45 DAYS OF SUBMITTAL

☐ OTHER, AS SPECIFIED:

12. SIGNATURE OF STATE AGENCY OFFICIAL:

13. TYPED NAME:

Charles P. Smith

14. TITLE:

Secretary, Agency of Human Services

15. DATE SUBMITTED:

9/29/04

16. RETURN TO:

Nicole Brothers
Office of Vermont Health Access
103 South Main Street
Waterbury VT 05671-1201

17. DATE RECEIVED:

September 29, 2004

18. DATE APPROVED:

December 13, 2004

PLAN APPROVED - ONE COPY ATTACHED

19. EFFECTIVE DATE OF APPROVED MATERIAL:

July 1, 2004

20. SIGNATURE OF REGIONAL OFFICIAL:

Margaret Helen Fox Bruce Greenstein

21. TYPED NAME:

Bruce D. Greenstein

22. TITLE:

Associate Regional Administrator, DMCH

23. REMARKS:

New plan pages added:
Page 89 of the State plan
Pages 3-6a of Attachment 1.2A

Revision: HCFA-PM-91-4 (BPD)
July 2004

State/Territory: Vermont

Citation 7.4 State Governor's Review

42 CFR 430.12(b) The Medicaid agency will provide opportunity for the Office of the Governor to review State plan amendments, long-range program planning projections, and other periodic reports thereon, excluding periodic statistical, budget, and fiscal reports. Any comments made will be transmitted to the Centers for Medicare & Medicaid Services with such documents.

 Not applicable. The Governor:

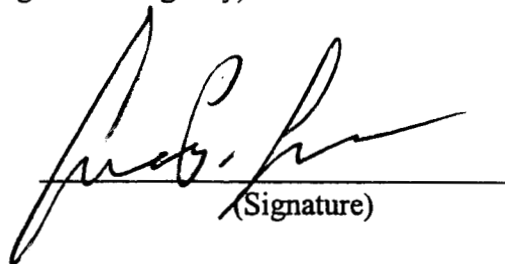
 does not wish to review any plan material.

 wishes to review only the plan materials specified in the enclosed document.

I hereby certify that I am authorized to submit this plan on behalf of

The Agency of Human Services
(Designated Single State Agency)

Date: July 1, 2004


(Signature)

Secretary, Agency of Human Services
(Title)

TN No. 04-07

Supersedes

TN No. 91-12

Approval Date 12/13/04

Effective Date 07/1/04

TITLE XIX
Revision: HCFA-AT-80-38(BPP)
July 1, 1984

STATE: VERMONT

CITATION: 42 CFR 431.11 (AT-79-29)

1.2 Organization for Administration

- a. ATTACHMENT 1.2-A contains a description of the organization and functions of the Medicaid agency and an organization chart of the agency.
- b. Within the State agency, the Office of Vermont Health Access (OVHA) has been designated as the medical assistance unit. ATTACHMENT 1.2-B contains a description and organizational chart of OVHA.
- c. ATTACHMENT 1.2-C contains a description of the kinds and numbers of professional medical personnel and supporting staff used in the administration of the Plan and their responsibilities.
- d. Eligibility determinations are made by State or local staff of an agency other than the agency named in paragraph 1.1 (a).
ATTACHMENT 1.2-D contains a description of the staff designated to make such determinations and the functions they will perform.

[X] Not applicable. Only the staff of the agency named in paragraph 1.1 (a) make such determinations.

TN# 04-07
Supersedes
TN# 84-09

Effective Date: 7/1/04

Approval Date: 12/13/04

ORGANIZATION AND FUNCTION OF STATE AGENCY

Function of the Office of Vermont Health Access is addressed in Attachment 1.2 - B.

The Department for Children and Families is one of the major components of the Agency of Human Services. Within the Department, the Economic Services Division encompasses the functions regarding Medicaid eligibility that formerly resided in the Department of Prevention, Assistance, Transition, and Health Access (formerly the Department of Social Welfare). The Department's principal functions and structure are outlined below:

Child Development

Responsible for assuring a statewide system that promotes and supports safe, accessible, quality child care for Vermont families. Responsible for administering TANF Grants to Community Agencies, Children's Upstream Services, Child Care Services, licensing, workforce development, commodities, Children's Health Programs, Parent Child Centers, Success by Six, and Head Start programs.

Child Support

Responsible for helping Vermonters establish and enforce child support court orders, locating missing parents, and ensuring the steady flow of economic support to Vermont children.

Child Welfare & Youth Justice

Responsible for promoting the social, emotional, and physical well being and safety of Vermont's children and families. Responsible for providing protective, developmental, therapeutic, probation, and support services for children and families in partnership with schools, businesses, community leaders, service providers, families, and youth statewide.

Disability Determination

Responsible for processing and evaluating disability claims. Responsible for developing medical evidence and rendering the initial determination on whether or not a claimant is disabled or blind under the law.

Economic Services

Responsible for the monitoring, evaluation, and operation of Reach Up/TANF, Fuel Assistance, Food and Nutrition, General and Emergency Assistance, Essential Person, Aid to the Aged, Blind, and Disabled, and Health Care Assistance programs as it pertains to eligibility determination. Responsible for reviewing and analyzing proposed, pending and finalized Federal and State legislation to assure compliance in all of the above assistance programs.

Responsible for developing, analyzing, and interpreting rules and regulations for these programs, collecting data specific to the operation of these programs and evaluating the effects and attributes of given programs in relation to department or Agency goals and objectives.

Economic Opportunity

Responsible for increasing the self-sufficiency of Vermonters and strengthening Vermont communities by connecting communities to governmental and private resources to eliminate poverty through weatherization services, support for community-based organizations engaged anti-poverty efforts, and food and nutrition services, including nutrition education, commodity food distribution, and farmer's market food coupon distribution.

Field Services

Responsible for ensuring accountability in each geographic region of the state to ensure optimal functioning. Responsible for working closely with community partnerships, private and state program managers, and individuals and families served by the agency.

Within the Agency of Human Services, the Department of Aging and Independent Living (formerly the Department of Aging and Disabilities) assists older persons, children and adults with disabilities to live as independently as possible. The Department's principal functions and structure are as follows:

Licensing & Protection

Responsible for protecting vulnerable Vermonters through licensing health care providers, and investigating complaints and allegations of abuse, neglect and exploitation.

Advocacy & Independent Living

Responsible for helping elders and adults with disabilities to live as independently as possible in the community.

Blind & Visually Impaired

Responsible for helping Vermonters with blindness or visual impairment work and live independently.

Developmental Services

Responsible for helping children and adults with developmental disabilities and children with health impairments and/or physical disabilities to live as independently as possible within their family, home and community.

Vocational Rehabilitation

Responsible for helping Vermonters with disabilities prepare for and find employment.

The Department of Health is also a large component of the Agency of Human Services. Within the Department, the responsibilities of each division are outlined below:

Alcohol and Drug Abuse Programs Division

Responsible for helping Vermonters prevent and eliminate the problems caused by alcohol and other drug use. In partnership with other public and private organizations, the division plans, supports and evaluates a comprehensive system that provides education, prevention, intervention, treatment, recovery, and research services.

Mental Health Division

Responsible for providing services to people with a wide range of emotional, behavioral and other mental health problems. Assures timely delivery of effective prevention, early intervention, and behavioral health treatment and supports through a family-centered system of care for all children and families in Vermont. Operates the Vermont State Hospital which serves adults with serious and persistent mental illness who require a higher level of care.

Community Public Health

Responsible for providing essential health promotion and disease prevention services, working in partnership with local health care providers, voluntary agencies, schools, businesses and community organizations.

Health Protection

Responsible for the regulatory, forensic and risk assessment components of the department, including the inspection of ambulances and licensing of emergency services personnel.

Medical Practice Board

Responsible for licensing physicians and podiatrists and certifying physician assistants and anesthesiologist assistants. Investigates unprofessional conduct, issues reprimands, and revokes, suspends or places conditions on professional licenses and certifications where appropriate.

The Department of Corrections, in partnership with the community, supports safe communities by providing leadership in crime prevention, repairing the harm done, addressing the needs of crime victims, ensuring offender accountability for criminal acts.

and managing the risk posed by offenders. Within the Department, responsibilities of each division are outlined below:

Administration

Responsible for central oversight and management of all divisions.

Facilities

Responsible for maintaining and operating nine incarcerative facilities and seventeen community-based facilities.

Program Services

Responsible for a variety of services to the community, the criminal justice system, and offenders. The services provided directly to the community focus on education/information, victims, and reparative support. The services provided to the criminal justice system includes housing and supervision of offenders, sentencing options/reports, and intelligence information. Treatment programs are designed to meet the needs of sex offenders, violent offenders, substance use, and domestic violence issues.

Restorative and Community Justice

Responsible for involving victims and the community as central elements in a process whereby the focus is on the offender being as held accountable to the victim and community.

Placement Services

Responsible for providing offenders with assistance re-integrating into the community after a period of incarceration.

Field Services

Responsible for the ongoing supervision of offenders in the community and ensuring that offenders under supervision are in compliance with all applicable requirements and conditions of release.

The Office of the Secretary of the Agency of Human Services oversees several functions of the Agency under the direction of the Secretary and Deputy Secretary. Within the Secretary's Office, responsibilities of each division are outlined below:

Operations

The Operations Division includes the Rate Setting Unit which sets Medicaid payment rates for services provided in Vermont licensed nursing homes participating in the Medicaid program. The rates are set prospectively, based on nursing home costs which are annually reviewed by the Division's auditors for

allowability. Operations also includes the Fiscal Unit which advises the Secretary on fiscal policy and management issues, the Personnel Unit which advises the Secretary on personnel administration and the interpretation of policies and procedures, the Information Technology Unit which is responsible for executing the core technology vision to unify all Agency technology, the Training Unit which develops, implements, and evaluates agency-wide training programs, and the Internal Affairs Unit. The Secretary's Office also includes the Secretary's Senior Policy Advisor and the State Refugee Coordinator who is the state liaison with all resettlement service providers within the state.

Planning Division

Responsible for advising the Secretary on the Agency's direction, priorities, and strategic planning in program and departmental development.

The Human Services Board

The Human Services Board is a citizen's panel consisting of seven members and was created by the Vermont legislature. Its duties are to act as a fair hearing board for appeals brought by individuals who are aggrieved by decisions or policies of the various departments and programs throughout the Agency of Human Services.

Tobacco Board

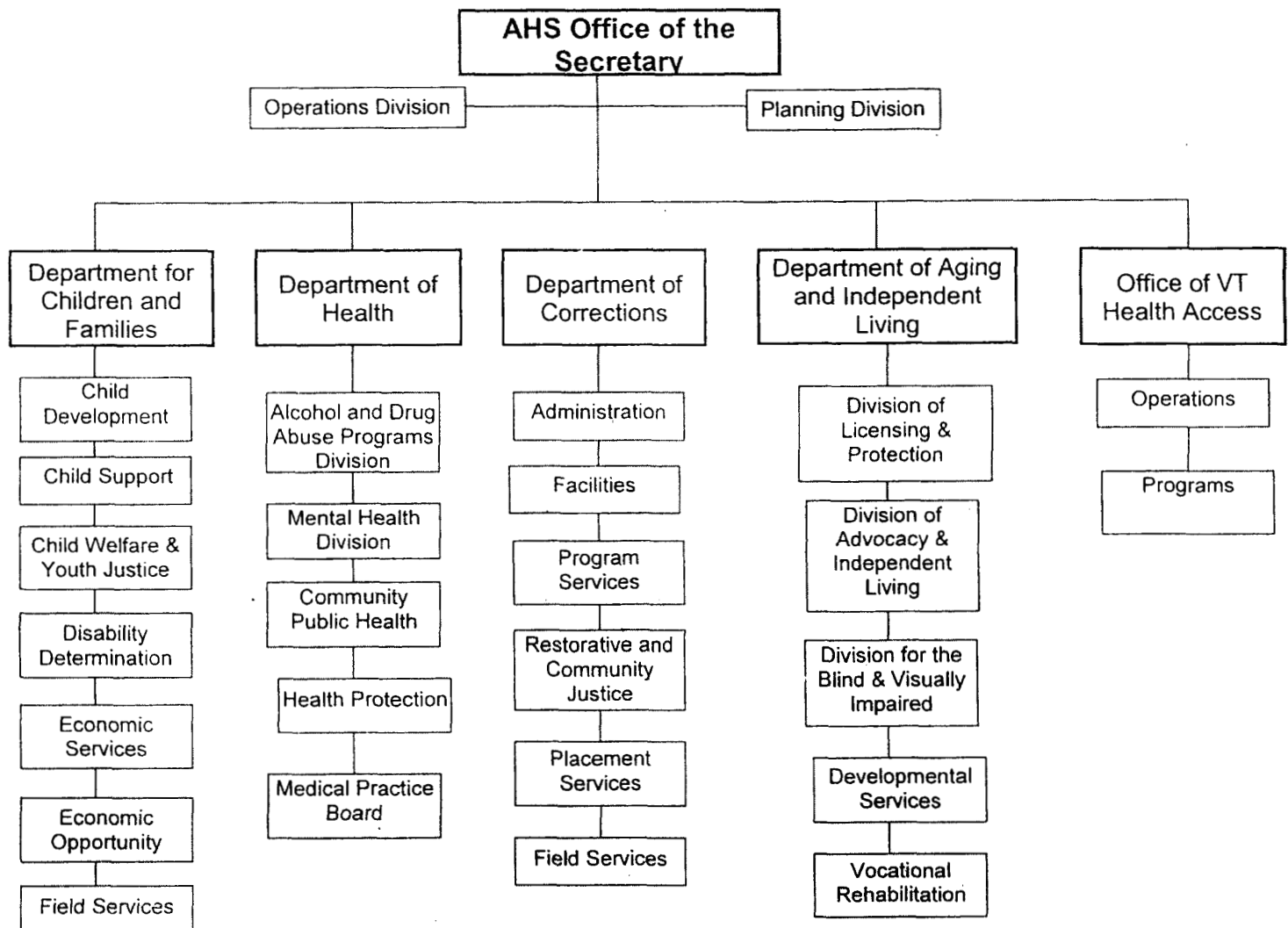
The Vermont Legislature established the Vermont Tobacco Evaluation and Review Board effective July 1, 2000 as an independent state board. It is located within, and receives administrative support from, the Office of the Secretary of the Agency of Human Services. The Board works in partnership with the Agency and the Departments of Health and Education in establishing the annual budget, program criteria, and policy development, review and evaluation of the entire tobacco control program.

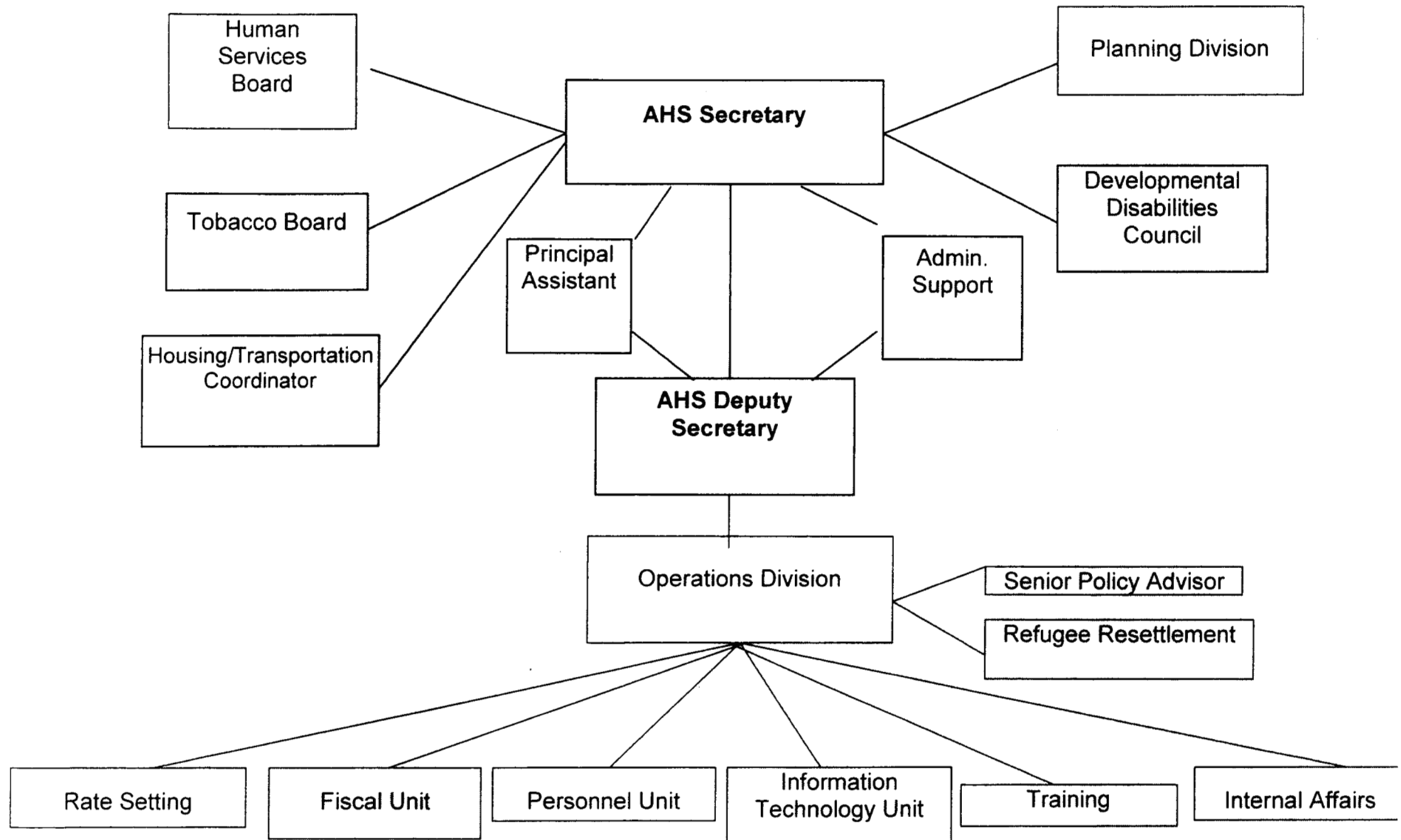
Developmental Disabilities Council

Responsible for supporting advocacy and improving services and supports for people with developmental disabilities. They fund activities to increase the availability of individual and family-centered supports to promote independence, self-determination and community inclusion. They work to increase public awareness of issues affecting people with disabilities and their families.

Housing/Transportation Coordinator

Responsible for the coordination of agency-wide housing and transportation initiatives and programs.



VERMONT AGENCY OF HUMAN SERVICES

FUNCTION OF THE OFFICE OF VERMONT HEALTH ACCESS

The Office of Vermont Health Access is assigned program responsibility for medical assistance furnished eligible individuals under Title XIX of the Social Security Act. The Office has a Director, two Deputy Directors, and a Medical Director. Several units comprise the administration of the programs. They include: clinical, pharmacy, long-term care, data analysis, coordination of benefits, provider relations, provider reimbursement, policy and reports, and administrative services. The members of the management team responsible for these units have ongoing communications with other departments within the Agency of Human Services, provider organizations, advocacy organizations, and contractors. The Office contracts for pharmacy benefits management, claims processing, provider enrollment, member services, and ombudsman services.

The responsibilities of the clinical unit are addressed in ATTACHMENT 1.2-C.

The pharmacy unit manages the contract for pharmacy benefits management and is in daily contact with the contractors. A pharmacist is based at the OVHA site. They also support the Drug Utilization Review Board and interact with them to assist in the direction of the program. In conjunction with the PBM contractor, they develop and manage the preferred drug list. They also perform ad hoc reporting to respond to management requests and perform claims analysis as needed.

The long term care unit liaisons with the Department of Aging and Independent Living regarding programs and initiatives that impact those who need long-term care services. They investigate and develop pilots for new programs, such as PACE (Program of All- Inclusive Care for the Elderly). In addition, responsibility for the external quality review organization for the 1115 waiver programs rests in this unit.

The data analysis unit is responsible for retrieval, analysis, and projections related to all data available on beneficiaries of the health care programs.

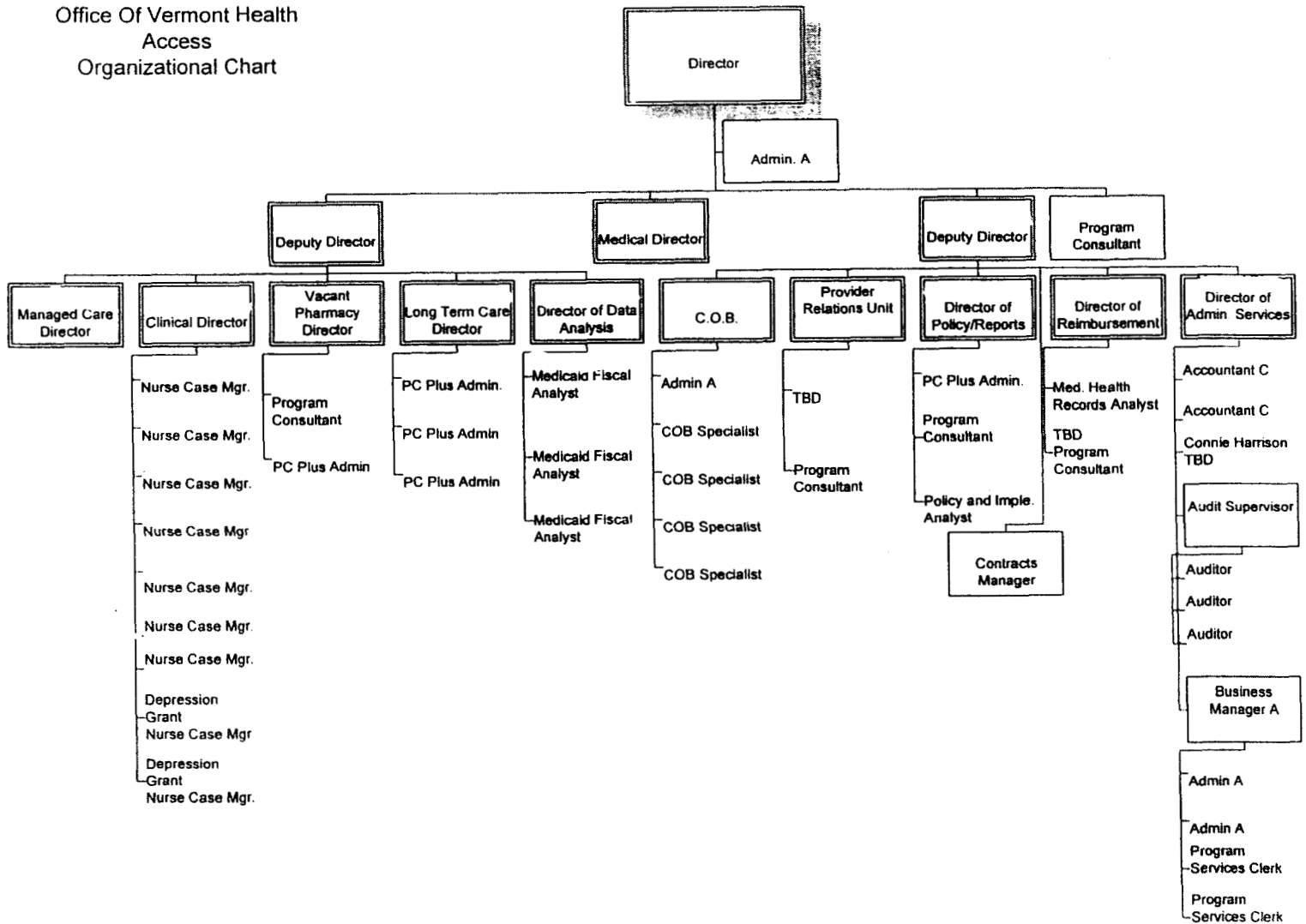
The coordination of benefits unit is responsible for maximizing recoveries and cost offset related to expenses for services delivered through the health care programs.

The provider relations unit provides more sophisticated services to our provider community beyond the initial provider relations included in our fiscal agent contract. They also work on improving and expanding our communications with providers.

The policy and reports unit is responsible for the state plan; policy related to coverage, providers, and delivery systems; management of the member services and ombudsman contracts; the 1115 waiver; exception requests and appeals; and coordination of the various reports that OVHA produces.

The provider reimbursement unit works with provider organizations and federal regulations to set and monitor the rates that OVHA pays for services. They also will research provider billing problems or complaints, and have responsibility for provider enrollment certification.

The administrative services unit manages our business office and contracts. It includes accountants and auditors to constantly monitor the financial aspects of the programs.

Office Of Vermont Health
Access
Organizational Chart

PROFESSIONAL MEDICAL PERSONNEL AND SUPPORTING STAFF

The Office has one physician in a full-time position as a medical director. Clinical staff includes six nurses. Their responsibilities include the establishment and maintenance of a global clinical record, clinical case management with an emphasis on quality improvement, participating in clinical collaboratives such as the current statewide diabetes collaborative, out-of-state case management, and prior authorizations for services and durable medical equipment. In addition, the clinical unit has responsibility for SURS (surveillance and utilization review) as part of a fraud abuse and detection system. Related to the reorganization, the Office is planning to hire two more nurses to serve a concurrent and retrospective review function. When necessary for consultation on prior authorizations, fair hearings, or exception requests, we have contractual relationships with clinical specialists. The Office contracts with one physical therapist and three dentists through a contract with the Vermont Department of Health. Other Medicaid administrative functions occur in other departments within the agency.